



WILLIAM T FUJIOKA  
Chief Executive Officer

County of Los Angeles  
**CHIEF EXECUTIVE OFFICE**

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

*"To Enrich Lives Through Effective And Caring Service"*

Board of Supervisors  
GLORIA MOLINA  
First District

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Fourth District

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Fifth District

October 15, 2013

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
VETERANS MEMORIAL PARK ADMINISTRATION BUILDING  
RECONSTRUCTION PROJECT  
CATEGORICAL EXEMPTION – APPROVE TOTAL PROJECT BUDGET  
ADOPT, ADVERTISE, AND AWARD CONSTRUCTION CONTRACT  
SPECS. 7009; CAPITAL PROJECT NO. 69703  
(FIFTH DISTRICT) (3 VOTES)**

**SUBJECT**

The recommended actions will find this project exempt from the California Environmental Quality Act, approve the total project budget, adopt the plans and specifications, allow advertising for construction bids, and delegate the award of a construction contract for the Veterans Memorial Park Administration Building Reconstruction project.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed Veterans Memorial Park Administration Building Reconstruction project is exempt from the California Environmental Quality Act for the reasons stated in this letter and in the record of the project.
2. Establish Capital Project No. 69703 and approve the total budget of \$1,273,859 for the Veterans Memorial Park Administration Building Reconstruction project.
3. Adopt the plans and specifications that are on file with the Department of Public Works' Architectural Engineering Division for construction of the Veterans Memorial Park Administration

Building Reconstruction project at an estimated construction contract cost of \$945,300.

4. Instruct the Executive Officer of the Board of Supervisors to advertise for bids to be received and opened on November 14, 2013, in accordance with the Instruction Sheet for Publishing Legal Advertisements.

5. Authorize the Director of Public Works or her designee to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule and storm water pollution prevention plan for a \$5,000 not-to-exceed fee funded by the existing project funds and to establish the effective date following the Board's approval.

6. Approve the project and delegate to the Director of Public Works or her designee the authority to reject all nonresponsive bids and determine, in accordance with the applicable contract and bid documents, whether the apparent Lowest Responsive and Responsible Bidder has timely prepared a satisfactory baseline construction schedule that satisfies all conditions for contract award, including the criteria adopted by the Board for contract award. Upon determination that all such conditions have been satisfied, authorize the Director of Public Works or her designee to award and execute the construction contract, in the form previously approved by County Counsel, to the apparent Lowest Responsive and Responsible Bidder, and to establish the effective date of the contract upon receipt of acceptable performance and payment bonds and evidence of required contractor insurance, and to take all actions necessary and appropriate to fully deliver the project.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find that the proposed Veterans Memorial Park Administration Building Reconstruction project is exempt from the California Environmental Quality Act (CEQA), adopt the plans and specifications for the project, provide for the project to be advertised for construction bids, authorize the Department of Public Works to execute a consultant services agreement with the apparent Lowest Responsive and Responsible Bidder for the preparation of a baseline schedule, and delegate the award of a construction contract for the Veterans Memorial Park Administration Building Reconstruction project. The proposed project, located on the Veterans Memorial Park at 13000 Sayre Street, Sylmar, California, will replace the Administration Building that was severely damaged by the November 2008 California Wildfires, and consequently, demolished. The Administration Building was a 2,519 square-foot single story Type-VN construction wood frame building with a fiber glass shingle roof. The new Administration Building will replace the damaged building with the same footprint, size, and programming.

It is recommended that the Board authorize the Director of Public Works or her designee to award and execute a construction contract to the Lowest Responsive and Responsible Bidder (as defined in the Facts and Provisions/Legal Requirements section of this letter). If the low bid cannot be accommodated within the approved total project budget, a contract will not be awarded under delegated authority and we will return to the Board with revised funding recommendations.

The proposed consultant services agreement requires the apparent Lowest Responsive and Responsible Bidder to prepare a baseline construction schedule and storm water pollution prevention plan that conforms to the County of Los Angeles' schedule specifications, which is critical to successfully manage construction activities by both the contractor and the County. Bid documents provide that if the apparent Lowest Responsive and Responsible Bidder fails to complete an

acceptable construction schedule, the Director of Public Works or her designee may return to the Board to recommend that the bidder be determined nonresponsive and recommend awarding the construction contract to the next apparent Lowest Responsive and Responsible Bidder, contingent on that bidder completing a baseline schedule that conforms to the County's specifications.

It is anticipated that the project will begin in January 2014 and be completed in September 2014.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) by maximizing the effectiveness of process, structure, and operations to support timely delivery of customer-oriented and efficient public service. It also directs us to provide Integrated Services Delivery (Goal 3) by maximizing opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services. This project will help achieve these goals as it provides for a quicker recovery from disasters.

### **FISCAL IMPACT/FINANCING**

The total project cost estimate for the Veterans Memorial Park Administration Building Reconstruction project is \$1,273,859 including plans and specifications, jurisdictional approval fees, consultant services, change orders, and County services. The Department of Public Works' fair construction cost estimate for the construction contract is \$822,000 without contingency.

The proposed project is funded by a combination of Federal and State disaster assistance funds in the amount of \$1,173,618, and \$100,241 of net County cost that is included in the Fiscal Year 2013-14 Supplemental Budget.

There is sufficient appropriation in the Fiscal Year 2013-14 Capital Projects/Refurbishments Budget, under Capital Project No. 69703, to fully fund the proposed project.

The Project Schedule and Budget Summary are included in Attachment A.

### **Operating Budget Impact**

Following completion of construction for the proposed project, the Department of Parks and Recreation will maintain the new building. The Department of Parks and Recreation will work with the Chief Executive Office to confirm the funding needed to operate the new building and request the funds in the appropriate fiscal year of the Department's New Facilities request coinciding with the year of project completion.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The contract contains terms and conditions supporting the Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence and General Relief Opportunities (GAIN/GROW); Board Policy 5.060, Reporting of Improper Solicitations; Board

Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Applicable law, including the State Public Contract Code, requires the County to award construction contracts to the apparent Lowest Responsive and Responsible Bidder, which refers to the firm that: (1) submits the lowest-priced bid; (2) is deemed by the County to be "responsive" to specific criteria under the solicitation, including, but not limited to, licensure, bonding, and insurance requirements; and (3) is determined by the County to be "responsible" bidder by exhibiting the quality, fitness, capacity, experience, and trustworthiness to satisfactorily perform the work required under the bid solicitation.

To ensure that the contract is awarded to the apparent Lowest Responsive and Responsible Bidder with a satisfactory history of performance, bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the Contractor's State License Board labor law/payroll violations, and debarment actions. As provided for in Board Policy 5.140, the information reported by the contractor will be considered before contract award.

Pursuant to the Board's Civic Art Policy adopted December 7, 2004, the proposed project is exempt from the Civic Art fee as the funding source does not provide support.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed project is categorically exempt from CEQA. The proposed work includes reconstruction of a 2,519-square-foot Administration Building, which was severely damaged by the November 2008 California Wildfires, to be located on the site and with the same purpose and capacity as the original structure. The new Administration Building will replace the damaged building with the same footprint and size. As such, the proposed project is within certain classes of projects found not to have a significant effect on the environment in that it meets the criteria set forth in Section 15302(b) and 15303(c) of the CEQA Guidelines and Class 2(a) and 3(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed project would not cause a substantial adverse change in the significance of a historic resource. In addition, the project is not located in a sensitive environment and there are no cumulative impacts or unusual circumstances or other limiting factors that would make the use of an exemption inapplicable based on the project records. The Federal Emergency Management Agency has completed all of its environmental reviews and cleared this project for implementation.

Upon the Board's approval of the proposed project, Public Works will file a Notice of Exemption with the Registrar-Recorder/County Clerk pursuant to Section 15062 of the CEQA Guidelines.

## **CONTRACTING PROCESS**

A standard contract, in the form previously approved by County Counsel, will be used. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

As required by the Board, language has been incorporated into the project specifications stating that the contractor shall notify its employees, and shall require each subcontractor to notify its employees that they may be eligible for the Federal Earned Income Credit under the Federal income tax law (Federal Income Tax Law, Internal Revenue Service Notice 1015).

Advertising for bids will be in accordance with the County's standard Instruction Sheet for Publishing Legal Advertisements (Attachment B).

As requested by the Board on February 3, 1998, this contract opportunity will be listed on the "Doing Business with Us" website. In addition, prospective bidders will be able to download plans and specifications on Public Works' website, free of charge. Following receipt of bids and award of the consultant services contract for preparation of a baseline construction schedule and storm water pollution prevention plan to the apparent Lowest Responsive and Responsible Bidder, we will award a construction contract in accordance with the authority delegated in this Board letter.

The contract requires the contractor to pay its employees applicable prevailing wages in accordance with the California Labor Code.

Participation by Community Business Enterprises (CBE) in the project is encouraged through Public Works' Capital Projects' CBE Outreach Program and by monitoring the good faith efforts of bidders to utilize CBEs.

A copy of the plans and specifications are on file in the Public Works' Architectural Engineering Division.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There will be no impact on current County services or projects during the implementation of the proposed project.

### **CONCLUSION**

Please return one adopted copy of this letter to the Chief Executive Office, County Disaster Administrative Team; and Department of Public Works, Project Management Division II.

The Honorable Board of Supervisors

10/15/2013

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Respectfully submitted,

A handwritten signature in black ink, appearing to read 'W. T. Fujioka', with a long horizontal line extending to the right.

WILLIAM T FUJIOKA

Chief Executive Officer

WTF:NH:AS

BC:tlh

Enclosures

c: Executive Office, Board of Supervisors  
Auditor-Controller  
County Counsel  
Department of Parks and Recreation  
Internal Services Department (Countywide  
Contract Compliance)  
Public Social Services (GAIN/GROW Program)  
Public Works

October 15, 2013

**ATTACHMENT A**

**DEPARTMENT OF PUBLIC WORKS:  
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**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Completion Date</b>
Design	12/10/12*
Contract Execution	02/20/13*
Construction Documents	07/18/13*
Jurisdictional Approval	
Construction Bid and Award	01/21/14
Construction	
Contractor NTP	01/21/14
Substantial Completion	08/04/14
Construction Completion	09/03/14
Project Acceptance	09/16/14

\*Indicates completed activity

## II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Construction	
Low Bid Construction Contract	\$ 822,000
Change Orders (15 percent)	\$ 123,300
Subtotal	\$ 945,300
Plans and Specifications	\$ 25,452
Consultant Services	
Deputy Inspection (Geotechnical)	\$ 5,000
Deputy Inspection (Material Testing)	\$ 5,000
Environmental Documents	\$ 75
Project Cost Estimating Services	\$ 10,000
Project Scheduling Services	\$ 4,000
Subtotal	\$ 24,075
Miscellaneous Expenditures	
Printing and Legal Advertising	\$ 2,500
Subtotal	\$ 2,500
Jurisdictional Review/Plan Check/Permit	
Fire Department	\$ 4,500
Building and Safety Plan Check	\$ 2,500
Regional Planning	\$ 1,500
Subtotal	\$ 8,500
County Services	
Code Compliance and Quality Control Inspections	\$ 62,920
Contract Administration	\$ 40,037
Labor Compliance	\$ 8,759
Project Management	\$ 115,458
Secretarial	\$ 7,389
Document Control	\$ 8,000
Project Cost Control	\$ 4,000
Project Technical Support	\$ 11,069
Consultant Contract Recovery	\$ 5,000
ISD Countywide Contract Compliance	\$ 5,400
Subtotal	\$ 268,032
<b>Total</b>	<b>\$ 1,273,859</b>



October 15, 2013

**ATTACHMENT B**

**DEPARTMENT OF PUBLIC WORKS:  
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PUBLISHING LEGAL ADVERTISEMENTS: In accordance with the State of California Public Contract Code Section 20125, you may publish once a week for two weeks in a weekly newspaper or ten times in a daily newspaper. Forward three reprints of this advertisement to Architectural Engineering Division, Department of Public Works, 900 South Fremont Avenue, 8th Floor, Alhambra, California 91803-1331.

**OFFICIAL NOTICE  
INVITING BIDS**

Notice is hereby given that the Director of Public Works will receive sealed bids for furnishings, materials, labor, and equipment required to complete construction for the following work:

<b><u>SD</u></b>	<b><u>PROJECT</u></b>	<b><u>BID DOC. FEE</u></b>	<b><u>DATE OF BID OPENING</u></b>
5	Veterans Memorial Park Administration Building Reconstruction 13000 Sayre Street Sylmar, CA	\$50	November 14, 2013

Copies of the project manual and drawings may be downloaded for free from the Public Works website [http://dpw.lacounty.gov/go/construction\\_contracts](http://dpw.lacounty.gov/go/construction_contracts); or for \$50, copies of the project manual and drawings may be obtained at the Cashier's office, Department of Public Works, 900 South Fremont Avenue, Mezzanine Floor, Alhambra, California 91803. For bid information, please call (626) 458-2563. Each bid shall be submitted on the required form, sealed, and filed at the Cashier's office no later than 1:45 p.m., on the date indicated. Bids will be publicly opened, examined, and declared by Public Works at 2:00 p.m., on this date in Conference Room Area, Conference Room C, 900 South Fremont Avenue, Alhambra, California 91803.

Bids must conform to the drawings and project manual and all bidding requirements. This project requires the prime contractor to possess an active-B license classification at the time of bid submittal. The contractor should verify to his/her satisfaction that he/she holds the correct license for this type of project. The contractor and all of its subcontractors of any tier shall be required to pay prevailing wages to all workers employed in the execution of the project in accordance with Labor Code Section 1770 et seq. Copies of prevailing rate of per diem wages are on file at Public Works, which shall be made available to any interested party upon request.

### **PREBID CONFERENCE**

Public Works' Project Management Team will hold a mandatory pre-bid conference at 10:00 a.m. on October 30, 2013, at the project site to provide information on the project, bidding process, and answer any questions that the potential bidders may have. For further directions, please contact Ms. Loydi Nguyen with the Public Works' Architectural Engineering Division at (626) 458-2180.

### **OTHER INSTRUCTIONS**

The County supports and encourages equal opportunity contracting. The contractor shall make good faith efforts, as defined in Section 2000 of the Public Contract Code, to contract with Community Business Enterprises.

The Board of Supervisors reserves the right to reject any or all bids or to waive technical or inconsequential errors and discrepancies in bids submitted in the public's interest.



Upon 72 hours of notice, Public Works can provide program information and publications in alternate formats or make other accommodations for people with disabilities. In addition, program documents are available at our main office in Alhambra (900 South Fremont Avenue), which is accessible to individuals with disabilities. To request accommodations ONLY, or for more ADA information, please contact our departmental ADA Coordinator at (626) 458-4081 or TDD (626) 282-7829, Monday through Thursday, from 7 a.m. to 5:30 p.m.

Si necesita información en español, por favor llame al Teléfono (626) 458-2563.



Con 72 horas de noticia, el Departamento puede proveerle información y publicaciones sobre el programa y formatos alternativos o hacer adaptaciones para incapacitados. Además, documentación sobre el programa está disponible en nuestra oficina principal en Alhambra (900 South Fremont Avenue), la cual es accesible para individuos con incapacidades. Para solicitar adaptaciones SOLAMENTE, o para más información del ADA, póngase en contacto con nuestro Coordinador del ADA del Departamento al (626) 458-4081 o TDD (626) 282-7829, de lunes a jueves de las 7 a.m. a 5:30 p.m.

By order of the Board of Supervisors of the County of Los Angeles, State of California,  
dated October 15, 2013.

SPECS.7009

SACHI A. HAMAI, EXECUTIVE OFFICER  
OF THE BOARD OF SUPERVISORS  
OF THE COUNTY OF LOS ANGELES